

August 17, 1925
Circular Letter No. 9

To Supervisors of Schools
And High School Principals.

Ladies and Gentlemen:

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NOTE: Part referring to English only has been copied.

Under no condition should a student be allowed to take two years of English in one year. It is clearly impossible for a student to take English II, III or IV if he has not satisfactorily completed English I, II or III. The above also holds for Spanish, mathematics, as well as for the commercial course. If a student fails in English or Spanish he should not be allowed to advance in Shorthand or Bookkeeping the next semester.

ENGLISH THE MEDIUM OF INSTRUCTION.

English is the medium of instruction in High School, and all instruction, except in the foreign language, **MUST BE GIVEN IN ENGLISH.** Any teacher unable or unwilling to teach in English may be asked to resign. Principals and teachers' meetings should be held in English.

NOTE BOOK

Note books in English, Spanish, Elementary Science, Biology, Physics, and Chemistry and Physical Geography must be kept by all students and **MUST BE CORRECTED BY THE TEACHERS.** It is not necessary that the work be rewritten, but all mistakes should be noted by the teacher and corrected by the student. **ALL COMPOSITIONS SHOULD BE NUMBERED AND EACH STUDENT SHOULD BE HELD RESPONSIBLE FOR EVERY COMPOSITION REQUIRED BY THE TEACHER.** Twenty (20) compositions a year are required from all students. With the exception of the long themes require, themes need not be over one page in length. In fact it is better to have only paragraphs for the first semester. Shortsentences should be insisted upon. Notes on grammar and word study should not be placed in the theme note books. Theme note books should **ONLY** contain the compositions. Teachers will be held responsible for the 20 compositions required by the course of study. Valuable suggestions for topics may be obtained from Hills, "Community Life and Civic Problems." Every teacher of English should be supplied with one of these books.

Yours very truly,

JUAN B. HUYKE
(Signed) Commissioner of Education